

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 3

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: Nov 2022
Classification: Air Pollution Specialist	Position #: 673-710-3887-058
Division/Office: Air Quality Planning and Science Division	CBID: Consumer Products & Air Quality Assessment Branch
Section: Implementation Section	
Supervisor Name: Liang Liu	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: None

MISSION OF SECTION:

The Section is responsible for developing and implementing the Consumer Products regulations and developing innovative strategies to reduce the impact of volatile organic compound (VOC) emissions most effectively on the formation of ground level ozone, toxic air contaminants, and greenhouse gases (GHG).

CONCEPT OF POSITION:

Under close supervision (Range A), supervision (Range B), or general direction (Range C) of the Air Resources Supervisor I, this position applies scientific principles and methods in carrying out the responsibilities of the Section. Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Work as part of the team to update the consumer product VOC emission inventory, including purchasing and analyzing market sales data, conducting product surveys, and reviewing, analyzing, and managing data for thousands of consumer products. Use emissions as basis to develop VOC standard or reactivity limits, toxic control measures, and greenhouse gas standards. Conduct technical evaluations of the feasibility, cost, environmental and equity impacts of potential control strategies.
30% - E	Work as part of the team to implement existing consumer product regulations. Review applications and determine if requirements are met for variances, innovative product exemptions, alternative control plans, and charcoal lighter fluid certifications; evaluate and prepare Executive Orders and associated documentation for alternative control plan annual compliance reports; determine applicability of AB10X fee requirements and prepare annual invoices; collaborate with Enforcement Division, Monitoring and Laboratory Division, and CARB legal staff to review and respond to manufacturer product determination applications.
15% - E	Prepare regulations, technical support documents, and staff reports; assist in evaluating exposure to toxic compounds and propose appropriate control strategies; evaluate environmental impacts of proposed regulations in accordance with the California Environmental Quality Act and develop appropriate mitigation measures; conduct economic impact analyses of

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 3

	proposed regulations; evaluate consumer product climate change impacts and propose control measures if appropriate.
15% - E	Work with Office of Information Services to manage historical survey database using SQL/Snowflake and respond to data requests; assist in planning and organizing research studies to develop technical data to support emission analyses on various projects; assist in the investigation of low VOC technologies and formulation modifications to reduce emissions; evaluate technological basis for VOC exemptions; assist with architectural and automotive coatings activities as needed.
10% - M	Prepare for workshops, board hearings, teleconferences, and consultation meetings with industry, other regulatory agencies, trade associations, environmental groups, researchers, other stakeholders, and staff in other CARB divisions; ensure program documents meet Americans with Disabilities Act (ADA) requirements as needed; perform other duties as may be necessary to meet the requirements of the Implementation Section.